



MENDOCINO  
COUNCIL OF GOVERNMENTS

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November 23, 2011

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director for Administration  
**Subject:** Information Packet of December 5, 2011 Meeting - No Action Required

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The following items are attached.

1. Transportation Planning Work Program - 1st Quarter report, Fiscal Year 2011/12.
2. Technical Advisory Committee (TAC) - Meeting minutes of September 7, 2011.

**MCOG**  
**FY 2011/11 Transportation Planning Work Program**  
**First Quarter Status Report**  
**(July – September, 2011)**

**1. WORK ELEMENT 1: CURRENT PLANNING (MCOG)**

**PURPOSE:** Day to day Transportation Planner duties, including development of the Overall Work Program and general transportation planning duties.

**PROGRESS:** Work during the first quarter included day-to-day transportation planner duties, management of the Overall Work Program (OWP), preparation of quarterly reports and claims; preparation of first OWP Amendment; Technical Advisory Committee (TAC) meeting preparation, attendance; and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring Rural Counties Task Force meetings and issues; monitoring legislation; reviewing/responding as necessary to correspondence & technical studies from the state; local agency assistance; and phone calls from the state and local agencies.

**PRODUCT EXPECTED:** Minutes, reports, agendas, resolutions, quarterly reports, work programs, work program amendments, recommendations, and other documents supporting above tasks.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 118,000 (23.55% Claimed)
	Local (LTF)	= \$ 2,000 (\$ 0 Claimed)
	State (RPA)	= \$ 116,000 (\$27,784 Claimed) *

**2. WORK ELEMENT 2: LONG RANGE PLANNING (MCOG)**

**PURPOSE:** Long range transportation planning duties, including streets/roads/highways, air quality, aviation, and transit planning.

**PROGRESS:** Tasks included coordination and/or meeting attendance on various long range projects and/or Project Development Teams. Ongoing projects include: Highway 101 Interchange projects, and coordination with the Gualala Municipal Advisory Council (GMAC) on implementation of parking recommendations in Community Action Plan.

**PRODUCT EXPECTED:** Staff reports/comments on long range planning documents as needed; and documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$26,000 (31.45% Claimed)
	State (RPA)	= \$26,000 (\$8,178 Claimed) *

**3. WORK ELEMENT 3: HIGHWAY 1 SAFETY PROJECT – TRAFFIC MODEL UPDATE (CITY OF FORT BRAGG)**

**PURPOSE:** To conduct updated traffic model revised conceptual plans of the Hwy 1 Safety Improvement Project (Main Street merge) to verify anticipated performance.

**PROGRESS:** Project is progressing well. An RFP was issued in July, and the project was awarded to W-Trans in August. W-Trans has been working on completing traffic counts and creating a traffic model. A report is anticipated during the second quarter.

**PRODUCT EXPECTED:** Administrative Draft, Draft & Final Reports.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 26,471 (0% Claimed)  
State (RPA) = \$ 26,471 (\$0 Claimed) \*

**4. WORK ELEMENT 4: ROAD SYSTEM TRAFFIC SAFETY REVIEW (CO. DOT)**

**PURPOSE:** Improve the safety of the County Maintained Road System by identifying traffic signing and marking deficiencies and other potential hazards on selected local roads, to aid in implementation of the Regional Transportation Plan.

**PROGRESS:** None. Data collection for the 2012 Traffic Safety Review is scheduled to commence in January 2012.

**PRODUCT EXPECTED:** Report which identifies deficiencies and makes recommendations for improvements on roads surveyed; documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 25,000 (0% Claimed)  
Local (PPM) = \$ 25,000 (\$0 Claimed) \*

**5. WORK ELEMENT 5: “RAILS WITH TRAILS” CORRIDOR PLAN (MCOG) (Carryover)**

**PURPOSE:** To prepare a “Rails with Trails” Corridor Plan, for the rail corridor throughout Mendocino County. The main focus is expected to concentrate on urban areas from Hopland to Willits, along with consideration of possible inter-regional connections.

**PROGRESS:** This carryover project is proceeding on schedule. The consultant (Alta Planning & Design) and MCOG staff participated in a field review of pertinent sections of the rail corridor, and held two “Rails with Trails” public workshops in September (*in Willits and Ukiah*) which were well attended. Work is currently underway to develop the draft corridor plan. The majority of MCOG’s staff budget was expended as of 6/30/11. Start-up and project administration tasks were at a higher than anticipated level, due to extra meetings needed to select the consultant and negotiate the budget and scope of work. Extra meetings of the consultant Selection Committee were also needed.

**PRODUCT EXPECTED:** Request for Proposals, Consultant Contract, Draft & Final “Rails with Trails” Corridor Plan.

**PROBLEMS:** MCOG staff budget was completely expended as of the end of the first quarter. Remaining tasks will be charged to W.E. 16 (Multi-Modal Transportation Planning).

**FUNDS:** Total Allocation = \$ 89,791 (25.73% Claimed)  
Local (PPM) = \$ 8,979 (\$ 2,310 Claimed)\*  
State (CBTP Grant) = \$ 80,812 (\$20,789 Claimed) \*

**6. WORK ELEMENT 6: SPECIAL STUDIES (CO. DOT)**

**PURPOSE:** Collect data and perform special studies for use by local agencies to update transportation database and to aid in implementation of the Regional Transportation Plan.

**PROGRESS:** First quarter tasks included: continued updating the County accident database – up to date, as of 9-1-11; and responded to public inquiries/local agency questions concerning traffic safety aspects of various County Maintained Roads.

**PRODUCT EXPECTED:** A Special Studies Summary which identifies tasks, costs, products, and recipient agencies; and documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 50,000 (0% Claimed)
Local (PPM)	= \$ 29,071 (\$0 Claimed) *
State (RPA)	= \$ 20,929 (\$0 Claimed) *

**7. WORK ELEMENT 7: STIP PLANNING, PROGRAMMING & MONITORING (MCOG)**

**PURPOSE:** Planning, programming, and monitoring activities associated with State Transportation Improvement Program (STIP) process, Regional Transportation Improvement Program (RTIP) process, and Transportation Enhancement (TE) process.

**PROGRESS:** First quarter work included ongoing coordination and monitoring of current STIP and TE projects, providing assistance to local agencies; CTC meeting attendance; interaction and coordination with Caltrans and CTC; preparation of required STIP forms and quarterly reports, invoicing and required reporting for PPM funds; and continued coordination and reporting on the ARRA (American Reinvestment and Recovery Act) program.

**PRODUCT EXPECTED:** Staff comments, reports, and recommendations on STIP/RTIP Guidelines; policies, and correspondence; RTIPs and RTIP Amendments, and Time Extension Requests; Annual Pavement Management Program (PMP) User fees; and documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 54,000 (24.07% Claimed)
Local (PPM)	= \$ 6,000 (\$0 Claimed) *
State (RPA)	= \$ 48,000 (\$12,997 Claimed) *

**8. WORK ELEMENT 8: SAFE ROUTES TO SCHOOL PLAN (CITY OF UKIAH) (Carryover)**

**PURPOSE:** To prepare a Safe Routes to School Plan for the City of Ukiah. The purpose of the Plan will be to provide necessary documentation to complete State and Federal Safe Routes to School grant applications.

**PROGRESS:** No new progress has been reported on this carryover project. Previous progress reported is that City of Ukiah staff began preparing a draft RFP for this project.

**PRODUCT EXPECTED:** Draft & Final Ukiah Safe Routes to School Plans.

**PROBLEMS:** Continued slow start for this carryover project.

**FUNDS:**

Total Allocation	= \$ 50,000 (0% Claimed)
Local (PPM)	= \$ 50,000 (\$0 Claimed) *

**9. WORK ELEMENT 9: BICYCLE & PEDESTRIAN MASTER PLAN UPDATE (CITY OF UKIAH)**

**PURPOSE:** To update the City's 1999 Bicycle & Pedestrian Master Plan, to identify high priority bicycle and pedestrian facilities and develop a short term achievable strategy.

**PROGRESS:** City staff researched the previous RFP used for the 1999 Bicycle & Pedestrian Master Plan.

**PRODUCT EXPECTED:** Draft and Final Bicycle & Pedestrian Master Plan.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 53,000 (0% Claimed)  
Local (PPM) = \$ 53,000 (\$0 Claimed) \*

**10. WORK ELEMENT 10: SHORT RANGE TRANSIT DEVELOPMENT PLAN (MTA) Carryover**

**PURPOSE:** To conduct an update to the Mendocino Transit Authority's Short Range Transit Development Plan to cover the five year period 2010-2015.

**PROGRESS:** During the first quarter, the consultant team conducted on-board surveys. Surveyors rode local fixed route buses to conduct passenger surveys and counts. A total of 367 passengers completed the survey. On Intercity routes and DAR vehicles, survey forms were distributed by MTA drivers and returned in postage paid envelopes. Survey data is now being processing and analyzed. A draft summary of findings will be prepared in the second quarter. Additional activities included preparation of Ride check forms; base maps for existing conditions reports, and Community Outreach findings. Project is expected to be completed in January, 2012.

**PRODUCT EXPECTED:** Request for Proposals, consultant contract, meeting notes, documentation of records given to consultant, copies of promotional materials, list of stakeholders draft plan components, Draft & Final Plans, MTA meeting minutes.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 66,957 (0% Claimed)  
Local (MTA) = \$ 7,126 (\$0 Claimed) \*  
Federal (Sec. 5304) = \$ 59,831 (\$0 Claimed) \*

**11. WORK ELEMENT 11: COUNTYWIDE TRAFFIC MODEL & CAPITAL IMPROVEMENT PROGRAM (MCOG) - CARRYOVER**

**PURPOSE:** To develop a Countywide Traffic Model and Capital Improvement Program (CIP), focusing on the greater Fort Bragg and Willits areas.

**PROGRESS:** The Final CIP was presented to the MCOG Board in August. MCOG continued acceptance of the CIP until September, allowing additional time for local agencies to submit information to the consultant (Fehr & Peers). Final comments were due to consultant by 9-7-11, and the consultant subsequently produced the Final CIP which was accepted by MCOG on 9-19-11. **This carryover project is now complete.**

**PPRODUCTS EXPECTED:** RFP, executed contract, Willits Area Traffic Model, Fort Bragg Area Traffic Model, Countywide Traffic Model, Capital Improvement Program.

**PROBLEMS:** Project completion was delayed due to additional time needed for local agencies to review the CIP.

**FUNDS:** Total Allocation = \$ 13,517 (100% Claimed)  
Local (PPM) = \$ 13,517 (\$13,516 Claimed) \*

**12. WORK ELEMENT 12: MENDOCINO COUNTY 20100 REGIONAL BIKEWAY PLAN (MCOG) (CARRYOVER)**

**PURPOSE:** To update the 2006 Regional Bikeway Plan to produce a bikeway plan that meets State requirements and incorporates bikeway plans of Mendocino County and incorporated cities.

**PROGRESS:** During the first quarter MCOG staff collected updated information from local agencies to be used in the updated bikeway plan.

**PRODUCTS EXPECTED:** Draft & Final Regional Bikeway Plans.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 10,000 (4.55% Claimed)  
Local (AQMD) = \$ 10,000 (\$ 455 Claimed) \*

**13. WORK ELEMENT 13: MITCHELL CREEK AREA SECOND CONNECTION (CO. DOT) - CARRYOVER (Previously named "Simpson Lane Alternative Access Study)**

**PURPOSE:** To conduct a feasibility study of alternate access routes from a connector road between State Route 1 and the Simpson Lane/Mitchell Creek Drive area south of Fort Bragg.

**PROGRESS:** A third (and final) public information meeting was held in Fort Bragg on 8-11-11, with approximately 110 members of the public in attendance. The Feasibility Study Report is being completed by consultant (Drake, Hagland & Associates), and is anticipated to be presented to County Board of Supervisors in January 2012.

**PRODUCT EXPECTED:** RFP, executed consultant agreement, agenda and minutes from public meeting with area residents, documentation of tribal government-to-government relations, as applicable, draft and final project feasibility report, presentations on final report for area residents, MCOG Board of Directors, and County Board of Supervisors.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 13,015 (0% Claimed)  
State (RPA) = \$ 13,015 (\$0 Claimed) \*

**14. WORK ELEMENT 14: TRAINING (MCOG)**

**PURPOSE:** To provide funding for technical training in the transportation planning field to the MCOG planning staff, and to local agency staff, to stay abreast of changes in the field.

**PROGRESS:** During the first quarter, various members of County Planning staff participated in three transportation-related webinars/on-line training courses, ranging in costs from \$75 per person - \$250 per person.

**PRODUCT EXPECTED:** Educational and training materials; and trained staff.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 22,817 (8.27% Claimed)  
Local (LTF) = \$ 22,817 (\$1,886 Claimed)

**15. WORK ELEMENT 15: REGIONAL TRANSPORTATION PLAN, PH.2 (MCOG) - CARRYOVER**

**PURPOSE:** To complete the update for the Regional Transportation Plan (RTP) to comply with updated RTP Guidelines. RTP updates are required every five years in rural counties.

**PROGRESS:** During this quarter, all noticing and public review periods for the Environmental Impact Report Supplement were completed. A response to comments was subsequently prepared by the Consultant (Leonard Charles & Associates). Staff work included preparation for adoption of the RTP and EIR Supplement at the September 19, 2011 meeting (including report preparation, legal notices, final document preparation, etc.) The RTP and EIR Supplement were adopted by MCOG on September 19. **Project is complete.**

**PRODUCT EXPECTED:** Draft and Final RTP, and documentation of tribal government-to-government relations, as applicable.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 15,854 (98.56% Claimed)
Local (LTF)	= \$ 892 (\$ 892 Claimed)
Local (PPM)	= \$ 14,962 (\$14,734 Claimed) *

**16. WORK ELEMENT 16: MULTI-MODAL TRANSPORTATION PLANNING (MCOG)**

**PURPOSE:** Day to day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail aeronautics, and goods movement planning activities. *These duties were previously included under W.E.1.*

**PROGRESS:** Work during the first quarter included day-to-day transportation planner duties related to bicycle, pedestrian, transit, and rail related activities; and attendance at NCRA and MTA meetings. Duties also included local agency coordination and assistance; monitoring, coordination, and management of LTF 2% Bike & Pedestrian program. Additional tasks this quarter included MCOG staff work/coordination on the Rails with Trails and Westport Coastal Trail grant projects, after those budgets were expended.

**PRODUCT EXPECTED:** Products may include: staff reports, meeting attendance, quarterly reports, staff recommendations, documentation of tribal government-to-government relations, written reports on issues of concern to MCOG.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 22,000 ( 36.02% Claimed)
State (RPA)	= \$ 22,000 (\$7,924 Claimed) *

**17(3) WORK ELEMENT 17-3: REGIONAL BLUEPRINT, PHASE 3 (MCOG) - CARRYOVER**

**PURPOSE:** To develop a Regional Blueprint Plan for the Mendocino County region. This third phase will focus on development of alternate scenarios and final plans.

**PROGRESS:** Work on this phase of the Blueprint was initiated during this quarter. The GIS consultant, Vestra Resources continued work on the non spatial data to be used as input for the UPlan model. Preparation of other GIS data also took place during this quarter. MCOG staff coordinated with the consultant.

**PRODUCT EXPECTED:** RFP, consultant contract, quarterly reports, alternate scenarios, performance measures, presentation materials, media notices, outreach materials, blueprint supportive policies and incentives, reports, document tribal government-to-government relations, workshop agendas and meeting

notes, draft and final blueprint plans.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$151,000 (3.1% Claimed)
Local (LTF)	= \$ 7,000 (\$ 12 Claimed)
Local (PPM)	= \$ 28,000 (\$ 934 Claimed) *
Federal Blueprint	= \$116,000 (\$3,736 Claimed) *

**17(4) WORK ELEMENT 17-4: REGIONAL BLUEPRINT, PHASE 4 (MCOG)**

**PURPOSE:** To develop a Regional Blueprint Plan for the Mendocino County region. This fourth phase will be to integrate the Vision Mendocino 2030 Blueprint Plan vision and policies into the planning processes of local and regional organizations to facilitate implementation of the Regional Blueprint Plan.

**PROGRESS:** None. Work on this fourth phase of the project is expected to begin in FY 12/13.

**PRODUCT EXPECTED:** Quarterly & annual reports; completed meetings & meeting summaries; RFP/RFQ; consultant contract; presentation materials & completed presentations; summary reports; summary of input; workshop & training materials; evaluation/comment forms; implementation tools & resources; list of potential funding sources; policies & criteria for use by MCOG to select projects; identification of performance tracking strategies; tools and resources made available to local agencies & project developers.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 75,000 (0% Claimed)
Local (LTF)	= \$ 15,000 (\$0 Claimed)
Federal Blueprint	= \$ 60,000 (\$0 Claimed) *

**18. WORK ELEMENT 18: GEOGRAPHIC INFORMATION SYSTEM (GIS) ACTIVITIES (MCOG)**

**PURPOSE:** To provide GIS support services related to the roadway transportation system, and all transportation modes in Mendocino County. *These duties were previously included under W.E. 1.*

**PROGRESS:** During the first quarter, MCOG staff worked on miscellaneous GIS related duties, including providing information for the Rails with Trails Corridor Study grant project, and the regional Blueprint project (VisionMendocino2030).

**PRODUCT EXPECTED:** Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support the above tasks. Examples of GIS tasks include support for the Regional Transportation Plan, Regional Bikeway Plan, Wine-Country Inter-regional Partnership, Pavement Management Program, etc.

**PROBLEMS:** None.

**FUNDS:**

Total Allocation	= \$ 5,600 (14.59% Claimed)
State (RPA)	= \$ 5,600 (\$817 Claimed) *

**19. WORK ELEMENT 19: MULTI-USE COASTAL TRAIL (WESTPORT AREA) (MCOG) - CARRYOVER**

**PURPOSE:** To create a conceptual plan for a continuous 21 mile multi-use, non-motorized coastal trail, from the Ten Mile River north to Usal Road.



**PROGRESS:** During this quarter, the consultant (Coastal Land Trust) completed the preliminary final report, which was reviewed by the project team in August. MCOG staff reviewed and commented on the plan, and attended the team meeting in Fort Bragg. The consultants presented the final plan to the MCOG Board in September, and the plan was accepted by MCOG. MCOG staff coordinated with consultant and Caltrans; and provided overall grant management, including preparation of required reports and invoicing. Staff's work on this project was charged to W.E. 16 (Multi-modal) after this budget was expended.

**PRODUCT EXPECTED:** Executed contracts, meeting notes, GIS maps, options for trail alignment and design, matrix of information, outreach and promotional materials, public service announcements, press releases, ad sample, newspaper articles, list of radio stations contacted, list of key stakeholders, sample public access easement and fee title transfer instrument, list of TAC and CAC members, TAC and CAC agendas and minutes, presentations to stakeholder groups and meeting notes, site visit tour, questionnaire and questionnaire results, charrette attendance sign-in sheets and meeting notes, preliminary draft conceptual design, stakeholder comments, draft conceptual design and funding strategy, notes from public meeting, final conceptual design.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 55,309 ( 52.09% Claimed)  
State (CBTP Grant) = \$ 55,309 (\$28,813 Claimed)  
*Local match (including In-Kind) was previously expended*

**20. WORK ELEMENT 20: GRANT DEVELOPMENT & ASSISTANCE (MCOG)**

**PURPOSE:** To provide technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities. *These duties were previously included under W.E. 1.*

**PROGRESS:** Work during the first quarter included day-to-day transportation planner duties related to various federal, state, and local transportation related grants. MCOG staff provided grant information to local agencies; and worked with Caltrans to add two State Planning & Research grants into this OWP.

**PRODUCT EXPECTED:** Products may include: grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal to tribal relations, and other documents.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$ 10,000 ( 28.31% Claimed)  
State (RPA) = \$ 10,000 (\$2,831 Claimed) \*

**21. WORK ELEMENT 21: CHESTNUT ST CORRIDOR CONCEPTUAL PLAN & RIGHT OF WAY ACQUISITION FEASIBILITY STUDY (CITY OF FORT BRAGG)**

**PURPOSE:** To create an enhanced, planning level conceptual plan based on the 2010 Residential Streets Safety Plan, and study the feasibility of implementation

**PROGRESS:** None.

**PRODUCT EXPECTED:** Draft & Final Plans.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$48,791(0% Claimed)  
Local (PPM) = \$48,791 (\$0 Claimed) \*

**22. WORK ELEMENT 22: ROUND VALLEY NON-MOTORIZED NEEDS TECHNICAL STUDY (MCOG)**

**PURPOSE:** To evaluate the Covelo community’s high priority non-motorized corridors from a technical standpoint to identify fundable bicycle and pedestrian projects.

**PROGRESS:** None. MCOG has not yet received the Fund Transfer Agreement from Caltrans. This two-year grant project is scheduled to begin in January or February, after the Fund Transfer Agreement with Caltrans is executed.

**PRODUCT EXPECTED:** RFP & distribution list, agendas & meeting notes, executed contract, list of TAG members, technical memoranda, list of stakeholders, ads, news releases, draft & final plans, quarterly reports, grant invoices.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$150,000 (0% Claimed)
	State Grant (EJ)	= \$135,000 (\$0 Claimed)
	Local LTF	= \$ 9,862 (\$0 Claimed)
	Local PPM	= \$ 5,138 (\$0 Claimed)

**23. WORK ELEMENT 23: SPEED ZONE STUDY REPORTS (CITY OF UKIAH)**

**PURPOSE:** To provide the Five-Year update of traffic reports for speed zone studies in the City of Ukiah.

**PROGRESS:** City staff has prepared a draft RFP for this project.

**PRODUCT EXPECTED:** Citywide speed zone survey report & ordinance .

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 33,000 (0% Claimed)
	Local (PPM)	= \$ 33,000 (\$0 Claimed) *

**24. WORK ELEMENT 24: REGIONAL PROJECT MANAGEMENT (MCOG)**

**PURPOSE:** To manage programmed projects and provide technical assistance to member agencies throughout the project development process for regional and local priority projects.

**PROGRESS:** Dow & Associates is currently recruiting, and expects to fill this new position by the end of the second quarter.

**PRODUCT EXPECTED:** Project status database, quarterly reports to MCOG, State and/or Federal reports as needed.

**PROBLEMS:** None.

<b>FUNDS:</b>	Total Allocation	= \$ 90,000 (0% Claimed)
	Local (RSTP)	= \$ 90,000 (\$0 Claimed)

**25. WORK ELEMENT 25: PACIFIC COAST BIKE ROUTE & CALIFORNIA COASTAL TRAIL ENGINEERED FEASIBILITY STUDY (MCOG)**

**PURPOSE:** To identify individual projects on a corridor basis for State Route 1. The result will be a

report outlining recommendations for corridor improvements and priorities, and will provide engineering and project detail to initiate project scoping document in order to secure project funding.

**PROGRESS:** This work element (*a State Planning & Research Grant*) was amended into the OWP in September. There was no progress in the first quarter. (After this reporting period, Caltrans prepared an RFP which is expected to be distributed in the second quarter.)

**PRODUCT EXPECTED:** Numerous products, including RFP/RFQ, list of TAG members, executed contract, agendas & meeting notes, refined Scope of Work, mapping, traffic data, non-motorized counts, preliminary engineering plans, environmental assessments, candidate project cost estimates, and various other products, including Draft and Final Engineered Feasibility Study.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$150,000 (0% Claimed)  
State Grant (SP&R) = \$150,000 (\$0 Claimed)

**26. WORK ELEMENT 26: COVELO ENGINEERED FEASIBILITY STUDY (MCOG)**

**PURPOSE:** To identify individual projects on a corridor basis for State Route 162 through the community of Covelo and the Round Valley Indian Reservation. The result will be a report outlining recommendations for corridor improvements and priorities, and will provide engineering and project detail to initiate project scoping document in order to secure project funding.

**PROGRESS:** This work element (*a State Planning & Research Grant*) was amended into the OWP in September. There was no progress in the first quarter.

**PRODUCT EXPECTED:** Numerous products, including RFP/RFQ, list of TAG members, executed contract, agendas & meeting notes, refined Scope of Work, mapping, traffic data, non-motorized counts, preliminary engineering plans, environmental assessments, candidate project cost estimates, and various other products, including Draft and Final Engineered Feasibility Study.

**PROBLEMS:** None.

**FUNDS:** Total Allocation = \$150,000 (0% Claimed)  
State Grant (SP&R) = \$150,000 (\$0 Claimed)

**Total Expenditures – First Quarter**

<u>Summary of Funding Sources:</u>	<u>Total Expenditures Through 1<sup>st</sup> Quarter</u>
Local LTF = \$ 57,571	\$ 2,790
Local PPM = \$ 315,458	\$ 31,494 * ( <i>Local funds were used, pending State reimbursement</i> )
Local MTA = \$ 7,126	\$ -0-
Local AQMD = \$ 10,000	\$ 455 * ( <i>Local funds were used, pending AQMD reimbursement</i> )
Local RSTP = \$ 90,000	\$ -0-
State RPA = \$ 288,015	\$ 60,531 * ( <i>Local funds were used, pending State reimbursement</i> )
State Grants = \$ 571,121	\$ 49,602 * ( <i>Local funds were used, pending State reimbursement</i> )
Federal = \$ 235,831	\$ 3,736 * ( <i>Local funds were used, pending Fed. reimbursement</i> )
<b>Total = \$1,575,122</b>	<b>\$ 148,608</b>

This represents 9.43% of the Final (Amended) 2011/12 Work Program of \$1,575,122

L. Ellard  
11/15/11

Approved 11/16/11

## MINUTES

### MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

September 7, 2011  
MCOG Conference Room, Ukiah, CA

#### **MEMBERS PRESENT**

Rick Seanor, City of Ukiah  
Dave Goble, City of Ft. Bragg  
Jesse Robertson, Caltrans  
Larry Alexander (*for Bob Parker, County DOT*)

#### **STAFF & OTHERS PRESENT**

Phil Dow, MCOG  
Loretta Ellard, MCOG  
Nephele Barrett, MCOG

#### **MEMBERS ABSENT**

Hunter Alexander, City of Pt. Arena  
Mitch Stogner, NCRA  
Chris Brown, AQMD  
Bruce Richard, MTA  
Nash Gonzalez, Co. DPBS  
Alan Falleri, City of Willits

1. **Call to Order/Introductions** – Phil called the meeting to order at 1:40 p.m., and the lack of quorum was noted. Loretta advised that MCOG Bylaws require that any motions must pass by a 2/3 vote of members present when a quorum is not present.
2. **Public Expression** - None.
3. **Approval of Minutes of 8/8/11** – Loretta distributed copies of the minutes, which were also e-mailed to TAC members. **Motion by Dave Goble, seconded by Rick Seanor, and carried unanimously, to approve the minutes of 8/8/11 as submitted.**
4. **FY 2010/11 Overall Work Program (OWP) – Fourth Quarter (Year-End) Report** – Loretta reviewed the year-end report and responded to questions. The status of various projects was briefly discussed. Information only.
5. **FY 2011/12 Overall Work Program – First Amendment** – Loretta stated that now that the books are closed for FY 2010/11, there is a need to make some adjustments. Revisions include adjusted carryover amounts; addition of one carryover project and three new grant-funded projects; and deletion of one unfunded grant project. She distributed a revised financial summary and proposed new work elements for W.E. 24

(Regional Project Management); W.E. 25 (Pacific Coast Bike Route Engineered Feasibility Study), and W.E. 26 (Covelo Non-Motorized Feasibility Study).

Phil reviewed the purpose of the new Regional Project Management work element (to provide technical assistance to member agencies throughout the project development process for regional and local priority projects) which MCOG approved in the FY 2011/2 budget. Jesse reviewed the two separate Engineered Feasibility Studies (*Pacific Coast Bike Route and Covelo*), both funded by Caltrans State Planning & Research grants, which will focus on identifying/developing individual non-motorized improvement projects for implementation on SR 1 and SR 162, respectively.

Loretta reviewed the revised financial summary, including carryover adjustments and miscellaneous revisions. She noted that some pending details still need to be finalized, and requested flexibility to make final edits. As proposed, the Work Program is being revised from \$1,212,203 to \$1,575,122.

**Motion by Dave Goble, seconded by Rick Seanor and carried unanimously, to recommend to MCOG approval of the First Amendment to the FY 2011/12 Overall Work Program, with MCOG staff to make final edits as needed.**

**6. Countywide Capital Improvement Program (CIP) Discussion** – Phil reported that the CIP was presented to the MCOG Board at the August meeting, and there was substantial discussion. Some board members expressed concern with some of the cost estimates (*e.g. East Side Potter Valley Road*), and others requested more time for their agency staff to make sure their projects were included. The MCOG Board continued acceptance of the CIP to their September meeting, and TAC members were subsequently advised that September 7<sup>th</sup> (today) is the deadline to send final input to Fehr & Peers.

Phil reiterated the importance of ensuring that agencies' projects (all modes) are included in the CIP, but stated that the order does not really matter. He also noted the importance of getting planning level costs for most of the projects in Tier 1.

Larry Alexander distributed an updated cost estimate for East Side Potter Valley Road, and Loretta requested an electronic copy to forward to Fehr & Peers. He asked if there would be an opportunity to refine cost estimates, and Phil responded that we will probably have to spend more time refining all costs at some future time. Loretta added that estimates may also be refined at the time of application for various funding sources.

Loretta reviewed comments from Bob Parker (who was unable to attend today's meeting) which expressed his concern with the CIP process and resultant CIP list.

Dave Goble noted that the extra review time allowed his staff to make some revisions.

Loretta reminded agencies to submit final input to Fehr & Peers by today, for inclusion in the final document. The CIP will be placed back on MCOG's next agenda (Sept. 19) for acceptance.

**7. 2010 Regional Transportation Plan (RTP) & Environmental Impact Report Supplement (EIR)** – Nephele briefly reviewed her staff report and the EIR supplement which were included in the agenda packet. She noted that the TAC had previously received the final draft RTP several months ago, and since that time environmental review has been underway. MCOG hired Leonard Charles & Associates to develop a Programmatic EIR Supplement for the RTP. Minimal comments were received on the EIR Supplement, and Mr. Charles' response to the comments was also included in the packet materials.

Phil reviewed that the process took longer than usual to ensure that the environmental process and noticing were done correctly. The RTP & EIR Supplement will be scheduled for adoption at MCOG's next meeting, and a TAC recommendation is now needed.

**Motion by Jesse Robertson, seconded by Dave Goble, and carried unanimously to recommend to MCOG adoption of the 2010 RTP and EIR Supplement.**

**8. 2012 State Transportation Improvement Program (STIP) –Including Regional Transportation Improvement Program (RTIP and Transportation Enhancement (TE) Program** – Nephele reviewed her staff report. She advised that TE application forms have been distributed electronically, and the TE application deadline is October 3<sup>rd</sup>. She's checking whether agencies will need to obtain new California Conservation Corps sign-offs if the same project as last time is re-submitted, but advised agencies to assume that they will be required because things may have changed.

She advised that RTIP applications are due October 17<sup>th</sup>, and distributed draft supplemental application forms. The new supplemental form is required to address MCOG's current STIP policies, and is required in addition to the Project Programming Request (PPR) forms.

A brief discussion ensued. MCOG's current STIP policies (*no rehab projects; projects on state or major local roads; major collector or higher*) were noted.

Phil stated that a finalized supplemental form will be distributed by next week.

*\*See note at end of meeting for additional STIP/RTIP related comments.*

**9. Staff Reports**

9a. Willits Bypass – Phil relayed his understanding that Caltrans has the Mitigation & Monitoring Plan close to being ready to submit to the Army Corps of Engineers. After that, the Corps will hold a public meeting on the draft plan. He is optimistic that the needed permits will be issued by the February 2012 deadline, and also optimistic that the funding will be available from the CTC if the project is delivered on time.

9b. Perkins Street/U.S. 101 Interchange – Phil reported that he has been participating with Caltrans and City of Ukiah staff in weekly conference calls to see if remaining EDA

funds (*from Ukiah's Orchard Avenue Bridge project*) can be utilized for improvements on the Perkins Street/101 interchange project.

Rick Seanor reported on the difficulty in dealing with the EDA in trying to get a change of scope approved for the project, and noted the tight timeline which requires a competitive bid process and construction to be complete by July 1, 2012.

9c. Regional Assistance Position – Phil reported that he plans to start advertising for the new Regional Assistance position next week.

**10. Miscellaneous**

10a. Schedule Next TAC Meeting Date – Next regular TAC meeting date is October 19<sup>th</sup> (*if needed*).

\*RTIP/STIP – Nephela reminded members that 12 copies of all RTIP applications (and one electronic copy) are required. Also, the TE deadline is earlier than RTIP because of the extra time needed for State sign-off. She also reminded agencies to identify different funding sources for components that are not TE eligible.

September MCOG Meeting – Phil advised that the September 19<sup>th</sup> MCOG meeting, which was scheduled to be held in Point Arena, has now been moved back to Ukiah. The next MCOG Board tour is now planned for Fort Brag in the spring, and the Gualala/Point Arena tour is rescheduled to next fall.

Rails with Trails Workshops – Loretta announced upcoming “Rails with Trails” workshops on September 21<sup>st</sup> in Willits, and September 22<sup>nd</sup> in Ukiah.

**11. Adjournment** – 3:09 pm.

Respectfully Submitted,

Loretta J. Ellard  
Assistant Executive Director

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